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EMPLOYEE BULLETIN

No. 466

16 September 1975

AGENCY ORIENTATION PROGRAM ON THE PRIVACY ACT OF 1974

1. The Privacy Act of 1974, which becomes effective on 27 September 1975, applies to all Federal agencies including the CIA. The basic purposes of the act are to safeguard individual privacy from the misuse of Federal records, to provide individuals access to and the opportunity to correct Federal records concerning them, and to establish a Privacy Protection Study Commission. The act requires Federal agencies to limit the types of information they maintain on U.S. citizens and resident aliens, to publish in the Federal Register a notice of the existence and character of each records system containing information on such individuals, and to maintain records on the use and dissemination of the information on such individuals.

2. Effective compliance with the provisions of the Privacy Act will require the informed and active support of all Agency personnel who maintain or have access to systems of records, or who are involved in the development of procedures for the handling of records. Such personnel include those engaged in personnel management, records management, computer systems development and operations, communications, statistical data collection and analysis, and program evaluation.

3. The Assistant for Information, Office of the Deputy Director for Administration, is sponsoring an orientation program to explain the provisions of the Privacy Act. The initial program will be held from 29 September through 10 October 1975 in Room 1-E-74 Headquarters Building. Sessions will be conducted each regular workday from 8:30 a.m. to 12:30 p.m. Arrangements to attend may be made by contacting [redacted] or [redacted] on extensions [redacted]. Future sessions can be arranged upon request by Agency components. [redacted]

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